



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 5211.3B
N6
28 Mar 2023

NETC INSTRUCTION 5211.3B

From: Commander, Naval Education and Training Command

Subj: ELECTRONIC MAIL GUIDANCE AND USE OF PERSONAL MESSAGING TO
CONDUCT OFFICIAL BUSINESS

Ref: (a) DoD Instruction 8170.01 Of 2 January 2019
(b) SECNAVINST 5211.5F
(c) DoD Manual 5110.04, DoD Manual for Written Material:
Correspondence Management, 16 June 2020
(d) UNSECNAV memo of 12 Jul 19

Encl: (1) Adding Personally Identifiable Information Marking
Requirements to Your Electronic Mail

1. Purpose. To establish policy and guidance for creating and sending electronic mail (e-mail) containing personally identifiable information (PII), to establish policy regarding signature blocks for official email sent from a Navy and Marine Corps Intranet (NMCI) account, and to provide guidance regarding Department of Defense (DoD) and Department of the Navy (DON) prohibition (except in very limited circumstances) on the use of personal messaging accounts to conduct official business.

2. Cancellation. NETCINST 5211.3A.

3. Scope. This instruction supplements references (a) through (d) and provides instructions for marking e-mails created on NMCI, as directed by reference (b), as Naval Education and Training Command's (NETC) official DoD messaging account. It applies to all NETC activities and personnel, including military, civilian, and contract personnel using an NMCI e-mail account and conducting official DoD business. This instruction applies whether or not an activity is operating under maximum telework flexibilities.

4. Background. In today's environment, e-mail often replaces or supplements formal Navy methods for communications, such as official memoranda, messages, orders, taskings, and letters. Additionally, texting has become more prevalent and is sometimes used to conduct official business.

5. Policy. Every e-mail containing PII sent by personnel assigned to a NETC activity must contain the proper markings in the subject and in the text of the e-mail. Every e-mail sent by personnel assigned to a NETC activity must contain a signature block following the guidance delineated below. Official DoD messaging accounts must be used when conducting official DoD business with very limited exceptions, as delineated below.

6. E-mail Containing Controlled Unclassified Information (CUI)

a. Digital Signature and Encryption. DON policy requires that all e-mail containing sensitive information, which includes PII, be digitally signed and encrypted.

b. Subject of E-mail. All e-mail containing PII must contain the following privacy warning in the subject line: "CUI." See enclosure (1) for instructions on adding the proper language to the subject line of an e-mail.

c. Body and Text of E-mail. All e-mail containing PII must contain the following privacy warning in the body and text of the e-mail: "CUI: Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties." See enclosure (1) for instructions on adding the proper language to the body and text of an e-mail.

7. E-mail Signature Block

a. Requirements. The signature block must, at a minimum, contain name and telephone number of the sender. It is recommended that signature block also contain name, rank, and service affiliation if military, duty title, organization name, mailing address, and telephone number(s) (Defense Switched Network, commercial, and cell phone as appropriate). The signature block should also include any specific handling instructions, disclaimers, and markings for the specific e-mail's contents and attachments. See reference (c) for further guidance.

b. Prohibitions. Do not add slogans, quotes, motivational sayings, or other personalization to an official signature block. However, a command mission statement may be included.

8. Requirement to Use Official DoD Messaging Accounts

a. This guidance applies to online communication capabilities, including web sites, e-mail, texting, chat, and related online communications methods. It does not apply to verbal communications (e.g., using a personal cell phone for verbal communications).

b. Per existing law and DoD and DON policy, official DoD messaging accounts must be used when conducting official DoD business with very limited exceptions. See reference (d) for further guidance. DoD policy permits the use of non-official or personal messaging accounts to conduct official business only in a rare circumstance that meets all of these three conditions:

(1) Emergencies and other critical mission needs.

(2) When official communication capabilities are unavailable, impractical, or unreliable.

(3) When it is in the best interests of DoD or other U.S. Government missions.

c. Under no circumstances should non-official or personal messaging accounts, including but not limited to, e-mail, social media, and messaging applications, be used for official business based on personal convenience or preference.

d. In the extraordinary event that a DON official or employee must use a non-official or personal messaging account to conduct DON business, they must do one of the following:

(1) Copy their official messaging account at the time of transmission.

(2) Forward the communication to their official messaging account within 20 days from the date of transmission.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records

Management Division portal page at [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/ AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



P. A. GARVIN

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

ADDING PERSONALLY IDENTIFIABLE INFORMATION MARKING REQUIREMENTS TO YOUR ELECTRONIC MAIL

Marking Emails

- When marking emails it is **mandatory** to include a **Banner Marking** to indicate that the email contains CUI
- It is best practice to include an Indicator Marking in the subject line
- If the email is forwarded, the Banner Marking **must** be carried forward
- If sending an attachment that contains CUI, the name of the file can contain a CUI indicator

Optional Subject Line Indicator Marking

Mandatory Banner Marking

Optional Attachment Indicator Marking

